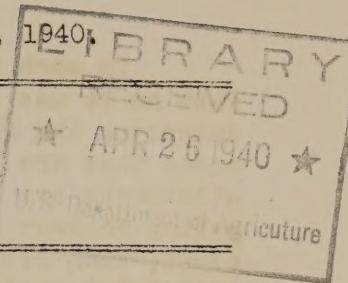


14510
Nrg

NCR-510-Preliminary

Issued March 5, 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.



1941 Agricultural Conservation Program

North Central Region

PROCEDURE FOR LISTING RECONSTITUTED FARMS
PRIOR TO DETERMINATION OF 1941 ALLOTMENTS

Allotments will be determined for the 1941 Farm Program on the basis of individual farms. For purposes of listing 1941 farms, the definition of a farm is the same as in 1940, i.e., all adjacent or nearby farm land under the same ownership which is operated by one person, including also any tract field-rented to another person, which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

In general, those tracts which were combined by completion of forms ACP-95 and RF-16 in the 1940 program will be listed separately in 1941 as they were in 1940. There are a few instances, however, in which changes must be made in the listing sheet identity of tracts in order that 1941 allotments may be determined for individual farms. These cases are of the following types:

- (1) The case in which two or more tracts owned by one person and operated as one farm in 1940, were combined on forms ACP-95 and RF-16 and will be operated as one farm in the future.
- (2) A case identical with that of (1) but for which forms ACP-95 and RF-16 were not completed.
- (3) The case in which part of a farm changes ownership and the data for the farm must be split to form separate tracts.
- (4) The case in which an entire farm, or a tract such as that in item (3) above, is to be combined with another tract to form one farm.
- (5) The case of a single ownership operated as one farm before 1941 but which, without change of ownership, will be operated as two or more farms in the future.

In each of the above cases, the committees should consider the farm as it was listed in 1940 and as it is to be operated in 1941, and determine the farm identity for purposes of the 1941 listing. All such cases that are known by the committees should be listed before 1941 wheat allotments are determined. The county committeemen should make it their policy to keep the reconstituted farms listing up to date and, in any event, such listings should be completed prior to the determination of 1941 total soil-depleting and other allotments. A representative of the State committee will review the reconstituted farm listings before data are transferred from such listings to the 1941 listing sheets.

Reconstituted Farms Listing Sheets

For all farms or tracts, the identity of which will be different in 1941 from that of 1940, it will be necessary to determine the proper farm land, cropland, total soil-depleting and special crop history, the 1940 allotments, yields, and premium rate. In the event that the 1941 wheat allotments, yields, and premium rate have been determined before a change is made in farm identity, it may also be necessary to redetermine such 1941 wheat allotments, yields, and premium rates.

For purposes of these instructions, listing sheets, NCR-409, will be labeled "1941 Supplementary Listing - Reconstituted Farms." The farms will be listed by townships. The "split" farms and the "combined" farms will be listed in one group in order that the split and combination listing pertaining to one farm may be adjacent. In the case of a "split" farm, if all of the data are not split by the cropland ratio method, the appropriate allotments for the separate tracts will be appraised by the committees after the history acreages are determined.

The original farm listing should be deleted in each instance in which the data for a farm are transferred from the 1940 listing sheets to the Reconstituted Farms listing sheet, or from a "split" farm listing to a "combined" farm listing.

The data for a 1940 farm which is to be split or combined with another farm before 1941 allotments are determined, will be listed on the Reconstituted Farms listing sheet under one uniform set of column headings. The Reconstituted Farms listing sheets should be prepared by entering headings for the following items (a) and (b), and for as many of the special crop items as may be applicable in the county.

- (a) Farm Identity - 1940 farm number, name of owner, farm land, cropland, restoration land in the Wind Erosion area, and non-crop open pasture in the Range Combination area of South Dakota.
- (b) Total Soil-Depleting - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 productivity index.

(c) Corn - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.

(d) Wheat - The history for 1937, 1938, 1939, and 1940, the 1940 allotment, the 1940 yield, and the 1940 premium rate.

Note: If a wheat farm is split or is combined with another farm after the 1941 wheat allotments are determined, the 1941 allotments, yields, and premium rates will be listed in addition to other wheat data and will be handled in the same manner as the 1940 data.

(e) Cotton - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.

(f) Potatoes - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.

(g) Commercial Vegetables - The history for 1938, 1939, and 1940, and the 1940 allotment.

(h) Tobacco - The adjusted usual acreage, the adjusted normal acreage, the 1940 allotment, and the 1940 yield.

Split Farms

As used herein, the term "parent farm" means a farm which is to be split into two or more parts.

1. List in red all of the data applicable to the parent farm.

2. List in black on consecutive lines immediately beneath the red entries, the data applicable to each of the separate tracts. The 1940 farm numbers for the separate tracts will be the next available numbers in the township. The farm land and cropland acreage (also restoration land and non-crop open pasture land in applicable areas) will be determined and entered for each tract. The productivity index, yields, and premium rate determined for the parent farm will be applicable to each of the component parts for 1941, unless the county committee determines that such productivity index, yield, or premium rate is not applicable to each of the component parts. In such instances, the committee will determine the productivity index or yield which is applicable to each tract; provided, that the weighted yields or productivity indexes determined for the component parts must approximately equal the respective yield or productivity index determined for the parent farm. In the case of premium rates, those determined for each of the component parts, when weighted, must approximately equal the premium rate formerly determined for the parent farm.

The history acreage listed for the parent farm will be divided among the separate tracts by the cropland ratio method or by determining the actual history of the crops grown on each of the tracts. The 1940 allotments listed for the parent farm will be divided among the separate tracts by the cropland ratio method, or by county committee appraisal if the actual acreage method of splitting history is used. Either method (a) or method (b), as described below, will be used to split all of the data for one farm.

- (a) Cropland Ratio Method - The cropland ratio for each tract will be determined by dividing the cropland acreage of that tract by the cropland acreage of the parent farm. The sum of the ratios thus determined for all tracts must equal 100.

Determine and list in black each history acreage and allotment for each tract by applying the cropland ratio determined for that tract to the respective entry listed in red for the parent farm.

- (b) History Method - This method should be used only in exceptional cases. If the county committee determines that the allotments resulting from application of the cropland ratio method are inequitable, the history method of splitting data for a farm may be used, provided the county committee prepares a memorandum setting forth the facts of the case and their reasons for not splitting the parent farm by the cropland ratio method. This memorandum will be held in the county office for review by a representative of the State committee.

The county committee shall determine and list in black the history applicable to each tract in each instance in which a history figure is entered in red for the parent farm.

After the history acreages have been determined for the tracts, they shall be used as guides by the county committee in appraising the 1940 allotments for the tracts. The county committee shall appraise on the basis of the acreage history, tillable acreage, crop rotation practices, type of soil, and topography, the 1940 allotments that are believed to be fair and equitable for each tract. The sum of the allotments determined for a special crop, or total soil-depleting

crops, for the separate tracts shall not exceed the respective allotment established for the parent farm, nor shall the special allotments determined for each tract exceed the total soil-depleting allotment determined for that tract.

Combined Farms

Farm data for this listing will be obtained from the original listing sheets or from the Split Farm listing.

1. List in red on consecutive lines the data for each of the tracts which are to be combined into one farm.

2. List in black immediately below the red entries the data for the combined farm. The 1940 farm number for the combined farm will be the next available number in the township. Enter the owner's name and the sums of the respective acreages of farm land, cropland, history, and 1940 allotments for the separate tracts. Also enter, in applicable areas, the sums of the acreages of restoration land and non-crop open pasture land. The 1940 yields, productivity index, and premium rate for the combined farm will be the weighted averages of the respective yields, productivity indexes, and premium rates determined for the separate tracts.

Issued November 12, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

LIBRARY
RECEIVED
NOV 29 1940 ★

1941 Agricultural Conservation Program

North Central Region

LISTING PROCEDURE AND CONSIDERATION
OF APPEALS FOR 1941

Allotments will be determined for the 1941 Farm Program on the basis of individual farms. For purposes of listing 1941 farms, the definition of a farm is the same as in 1940, i.e., all adjacent or nearby farm land under the same ownership which is operated by one person, including also any tract field-rented to another person, which, together with any other land included in the farm, constitutes a unit with respect to the rotation of crops.

In general, those tracts which were combined by completion of forms ACP-95 and RF-16 in the 1940 program will be listed separately in 1941 as they were in 1940. There are a few instances, however, in which changes must be made in the listing sheet identity of tracts in order that 1941 allotments may be determined for individual farms. These cases are of the following types:

- (1) The case in which two or more tracts owned by one person and operated as one farm in 1940, were combined on forms ACP-95 and RF-16 and will be operated as one farm in the future.
- (2) A case identical with that of (1) but for which forms ACP-95 and RF-16 were not completed.
- (3) The case in which part of a farm changes ownership and the data for the farm must be split to form separate tracts.
- (4) The case in which an entire farm, or a tract such as that in item (3) above, is to be combined with another tract to form one farm.
- (5) The case of a single ownership operated as one farm before 1941 but which, without change of ownership, will be operated as two or more farms in the future.

In each of the above cases, the committees should consider the farm as it was listed in 1940 and as it is to be operated in 1941, and determine the farm identity for purposes of the 1941 listing. All such cases that are known by the committees should be listed before 1941 wheat allotments are determined. The county committeemen should make it their policy to keep the reconstituted farms listing up to date and, in any event, such listings should be completed prior to the determination of 1941 total soil-depleting and other allotments. A representative of the State committee will review the reconstituted farm listings before data are transferred from such listings to the 1941 listing sheets.

Reconstituted Farms Listing Sheets

For all farms or tracts the identity of which will be different in 1941 from that of 1940, it will be necessary to determine the proper farm land, cropland, total soil-depleting and special crop history, the 1940 allotments, yields, and premium rates. In the event that the 1941 wheat allotment, yield, and premium rate have been determined before a change is made in farm identity, it may also be necessary to redetermine such 1941 wheat allotment, yield, and premium rate.

For purposes of these instructions, listing sheets, NCR-409, will be labeled "1941 Supplementary Listing - Reconstituted Farms." The farms will be listed by townships. The "split" farms and the "combined" farms will be listed in one group in order that the split and combination listing pertaining to one farm may be adjacent. In the case of a "split" farm, if all of the data are not split by the cropland ratio method, the appropriate allotments for the separate tracts will be appraised by the committees after the history acreages are determined.

The original farm listing should be deleted in each instance in which the data for a farm are transferred from the 1940 listing sheets to the Reconstituted Farms listing sheet, or from a "split" farm listing to a "combined" farm listing.

The data for a 1940 farm which is to be split or combined with another farm before 1941 allotments are determined will be listed on the Reconstituted Farms listing sheet under one uniform set of column headings. The Reconstituted Farms listing sheets should be prepared by entering headings for the following items (a) and (b), and for as many of the special crop items as may be applicable in the county.

- (a) Farm Identity - 1940 farm number, name of owner, farm land, cropland, restoration land in the Wind Erosion area, and non-crop open pasture in the Range Combination area of South Dakota.
- (b) Total Soil-Depleting - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 productivity index.

- (c) Corn - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.
- (d) Wheat - The history for 1937, 1938, 1939, and 1940, the 1940 allotment, the 1940 yield, and the 1940 premium rate.

Note: If a wheat farm is split or is combined with another farm after the 1941 wheat allotments are determined, the 1941 allotments, yields, and premium rates will be listed in addition to other wheat data and will be handled in the same manner as the 1940 data.

- (e) Cotton - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.
- (f) Potatoes - The history for 1938, 1939, and 1940, the 1940 allotment, and the 1940 yield.
- (g) Commercial Vegetables - The history for 1938, 1939, and 1940, and the 1940 allotment.
- (h) Tobacco - The adjusted usual acreage, the adjusted normal acreage, the 1940 allotment, and the 1940 yield.

Split Farms

As used herein, the term "parent farm" means a farm which is to be split into two or more parts.

1. List in red all of the data applicable to the parent farm.
2. List in black on consecutive lines immediately beneath the red entries, the data applicable to each of the separate tracts. The 1940 farm numbers for the separate tracts will be the next available numbers in the township. The farm land and cropland acreage (also restoration land and non-crop open pasture land in applicable areas) will be determined and entered for each tract. The productivity index, yields, and premium rate determined for the parent farm will be applicable to each of the component parts for 1941, unless the county committee determines that such productivity index, yield, or premium rate is not applicable to each of the component parts. In such instances, the committee will determine the productivity index or yield which is applicable to each tract; provided, that the weighted yields or productivity indexes determined for the component parts must approximately equal the respective yield or productivity index determined for the parent farm. In the case of premium rates, those determined for each of the component parts, when weighted, must approximately equal the premium rate formerly determined for the parent farm.

The history acreage listed for the parent farm will be divided among the separate tracts by the cropland ratio method or by determining the actual history of the crops grown on each of the tracts. The 1940 allotments listed for the parent farm will be divided among the separate tracts by the cropland ratio method, or by county committee appraisal if the actual acreage method of splitting history is used. Either method (a) or method (b), as described below, will be used to split all of the data for one farm.

- (a) Cropland Ratio Method - The cropland ratio for each tract will be determined by dividing the cropland acreage of that tract by the cropland acreage of the parent farm. The sum of the ratios thus determined for all tracts must equal 100.

Determine and list in black each history acreage and allotment for each tract by applying the cropland ratio determined for that tract to the respective entry listed in red for the parent farm.

- (b) History Method - This method should be used only in exceptional cases. If the county committee determines that the allotments resulting from application of the cropland ratio method are inequitable, the history method of splitting data for a farm may be used, provided the county committee prepares a memorandum setting forth the facts of the case and their reasons for not splitting the parent farm by the cropland ratio method. This memorandum will be held in the county office for review by a representative of the State committee.

The county committee shall determine and list in black the history applicable to each tract in each instance in which a history figure is entered in red for the parent farm.

After the history acreages have been determined for the tracts, they shall be used as guides by the county committee in appraising the 1940 allotments for the tracts. The county committee shall appraise on the basis of the acreage history, tillable acreage, crop rotation practices, type of soil, and topography, the 1940 allotments that are believed to be fair and equitable for each tract. The sum of the allotments determined for a special crop, or total soil-depleting crops, for the separate tracts shall not exceed the

respective allotment established for the parent farm, nor shall the sum of the special allotments determined for each tract exceed the total soil-depleting allotment determined for that tract.

Combined Farms

Farm data for this listing will be obtained from the original listing sheets or from the Split Farm listing.

1. List in red on consecutive lines the data for each of the tracts which are to be combined into one farm.

2. List in black immediately below the red entries the data for the combined farm. The 1940 farm number for the combined farm will be the next available number in the township. Enter the owner's name and the sums of the respective acreages of farm land, cropland, history, and 1940 allotments for the separate tracts. Also enter, in applicable areas, the sums of the acreages of restoration land and non-crop open pasture land. The 1940 yields, productivity index, and premium rate for the combined farm will be the weighted averages of the respective yields, productivity indexes, and premium rates determined for the separate tracts.

GENERAL INSTRUCTIONS

These general instructions apply to the listing of data for the determination of all 1941 allotments, yields, and productivity indexes. It should be noted that the listing on the Reconstituted Farms listing sheet must be completed before the 1941 allotments, yields, and productivity indexes for crops other than wheat are determined. After that time no farms will be combined on the 1941 listing sheets. However, in certain instances farms will be split in accordance with Section XI of these instructions.

Listing sheets for the 1941 Agricultural Conservation Program in the North Central Region are:

- (1) NCR-509.....For total soil-depleting acreage and productivity index data, corn acreage and yield data, restoration land data, approved special allotments and yields, and noncrop open pasture land.
- (2) NCR-509a.....For tobacco, potato, and commercial vegetable data.

(3) NCR-509C.....For cotton acreage data and yields.

(4) NCR-509W and
FCI-103W.....For wheat acreage data, yields, and
premium rates.

The specific instructions contained herein apply to the data for corn, total soil-depleting crops, noncrop open pasture land, and the restoration land in South Dakota and Nebraska. The listing sheet instructions for the special soil-depleting crops other than corn are NCR-510-Cotton, NCR-510-Potatoes, NCR-510-Vegetables, NCR-510-Tobacco, and NCR-510W for wheat.

It is necessary that all entries be made in jet black ink, unless otherwise specified, in order that the 1941 listing sheets may be duplicated by mechanical process in the State office. Other colors, including blue-black ink and pencil, are not satisfactory.

All 1941 acreage allotments and crop acreage figures will be expressed to the nearest tenth of an acre. The yields that are given in bushels shall be expressed to the nearest tenth of a bushel. The productivity index, as well as those yields given in pounds, will be expressed to the nearest whole number.

In all cases involving decimals, the result of computation will be carried to two decimal places beyond the number of decimal places required in the result and rounded to the desired number of places. The two digits beyond the number of places required will be dropped if they amount to 50 or less, or, if the two digits amount to 51 or more, they will be counted as one and added to the next decimal place at the left.

Correction of Errors and Review
of 1940 Allotments and Yields.

The data to be listed on the 1941 listing sheets will be taken from the respective 1940 listing sheets, the Reconstituted Farms listing sheet, and other 1940 forms. Any reference made to data on the 1940 listing sheets also will mean the Reconstituted Farms listing sheet if a farm is listed thereon, or the corrected entry if an error has been corrected on the 1940 listing sheet. Clerical errors on the 1940 listing sheets shall be corrected by clerical assistants before such data are transferred to the 1941 listing sheets. These corrections will be made by striking through the original entries and entering the correct figures immediately above in red ink. However, the 1940 allotment will not be redetermined by mechanical process. Any substantial change that might materially affect the amount of allotments that could be determined for a farm should be brought to the attention of the county and community committeemen at the time the 1940 allotments are reviewed for 1941.

If it is determined that the relationship of allotments, yields,

or productivity indexes between townships is inequitable, the matter shall be considered with the State committee. Generally speaking, such a problem will be handled by adjusting involved factors and redetermining the allotments, yields, or productivity indexes on the 1940 listing sheets. There should be only a few cases of this type and, in any event, a representative of the State committee should be consulted before steps are taken in such a matter.

Before entries are made on NCR-509, the committeemen will review the 1940 allotments determined on NCR-409 and indicate there the recommended allotment for 1941 if they determine that a 1940 allotment is inequitable for 1941.

The 1940 acreages of total soil-depleting crops and corn will be entered in convenient blank columns on NCR-409. This 1940 acreage, the acreage history for 1938 and 1939, type of soil, topography, productivity, and the type of farming operation will be considered by the committeemen in determining whether an allotment is comparable to those established for other farms in the community which are similar so far as these factors are concerned.

The relationship of 1940 allotments, which were based on the above factors, will be applicable in 1941 unless the committeemen determine that an allotment must be revised because of a change in the type of farming operations carried out on the farm, a substantial change in the acreage of farm land or cropland, or some other unusual condition. In each of such cases, a form NCR-511 will be completed for the farm in accordance with the instructions shown on the form, except in the restoration land area of South Dakota and Nebraska. In that area, the committeemen may change an allotment by the same percentage as the change made in the acreage designated as cropland, without completing a form NCR-511; but if the change is made for any other reason or in an amount not comparable with the percentage change in cropland, the form NCR-511 shall be completed.

In any event, the allotment recommended for 1941 on NCR-511 by the committeemen will be entered in a convenient space on NCR-409.

As in the case of allotments, the community and county committeemen will review 1940 productivity indexes and corn yields on NCR-409 and make their recommendations for 1941. If it is determined that the 1940 productivity index or corn yield does not adequately represent the relation of the farm to others in the community which are similar with respect to topography, type of soil, and productivity, a representative index or yield shall be entered in a convenient space on NCR-409. In the case of corn yields, if reliable records of per acre yields of corn are available for a farm for all of the years 1930-39 inclusive, an average of such yields, adjusted for trends and abnormal weather conditions, shall be the 1941 normal yield for the farm; if, for any year of such period, reliable records of the yield are not available, the county

committee shall appraise the corn yield for the farm, considering the yield in years for which data are available, weather conditions, type of soil, drainage, production practices, and general fertility of the soil.

SECTION I.--FARM IDENTIFICATION ON NCR-509.

Column 1.--Enter the ACP farm number, which is obtained from NCR-409, column (1).

Column 2.--Enter the 1941 RF-16 number when it is available. Entries will be made only in cases where farms are combined in accordance with instructions in NCR-540.

Column 3.--Enter the name of the owner, which is obtained from NCR-409, column (3).

Column 4.--This column is for the use of the county committee and may be used to enter the operator's name when it is available.

Column 5.--Enter the number of acres in the farm, which is obtained from NCR-409, column (5).

Column 6.--Enter the number of acres of cropland in the farm, which is obtained from NCR-409, column (6) or (7), whichever is applicable.

Column 7.--Enter the number of acres of noncrop open pasture land in the farm. For a farm that participated in the 1940 program, this entry may be obtained from NCR-438, column (4), or NCR-417. For other farms, this entry may be obtained from the performance forms or farm plans for previous years. If it is impossible to obtain a reliable estimate of this acreage for a farm from data available in the county office, no entry will be made at this time.

SECTION II.--TOTAL SOIL-DEPLETING ALLOTMENT.

Column 8.--Enter the 1940 total soil-depleting allotment, which is obtained from NCR-409, column (19).

Column 9.--Enter the allotment recommended by the community and county committees for 1941.

This entry will be the allotment in column (8) unless an adjustment has been made in the 1940 allotment for 1941. In this case, the allotment recommended on NCR-511 and NCR-409 will be entered in this column and the entry in column (8) will be encircled.

Column 10.--Enter the 1941 farm allotment determined by multiplying the entry in column (9) by a factor derived as follows:

Divide the county total soil-depleting allotment by the

total of column (9), and enter the result, rounded to four decimal places, in the head of column (10).

Column 11.--If any total soil-depleting allotment is in excess of 85 percent of the cropland acreage entered in column (6), the allotment shall be reduced to 85 percent of the cropland acreage in this column. No other entries are to be made in this column, except as provided in the instructions for column (36).

Column 12.--This column is reserved for use by the State committee.

Column 13.--This column will not be used at this time.

SECTION III.--PRODUCTIVITY INDEX.

Column 14.--Enter the State Committee approved 1940 productivity index, which is obtained from NCR-409, column (25).

Column 15.--Enter the productivity index recommended by the committeemen for 1941. If it is different from the entry in column (14), the entry in column (14) shall be encircled.

Column 16.--Enter the result, rounded to a whole number, obtained by multiplying each entry in column (9) by the respective entry in column (15). In the example, 20 acres x 80 equals 1600, the entry will be 1600 and not 16. Obtain township and county totals of this column.

Column 17.--Enter the result, rounded to a whole number, obtained by multiplying each entry in column (15) by a factor determined as follows:

1. (a) The county committee will examine the township productivity indexes used for 1940. In the exceptional cases in which the relationship used for 1940 is not applicable to 1941, the township productivity indexes will be determined by using as a guide the township check yields, township productivity indexes as determined under previous programs, soil maps, personal knowledge, and other related information.
- (b) Multiply the township productivity indexes, after they have been approved by the State Committee, by the respective township totals of column (9) and obtain the county total of such extensions.
- (c) Multiply the approved 1941 county productivity index by the county total of column (9).

- (d) Scale the extensions obtained in step (b) so that the sum of the extensions resulting from multiplying such township productivity indexes by the respective township totals of column (9) is the same as the result obtained in step (c).

This adjustment of township productivity indexes shall be accomplished by the use of a supplemental form supplied by the State committee.

2. After such adjusted township productivity indexes and extensions have been approved by the State committee, proceed as follows:

Derive a factor by dividing each township adjusted extension obtained in step 1(d) by the respective township total of column (16). Enter the result, rounded to four decimal places, in the head of column (17) for each respective township.

Column 18.—This column is reserved for use by the State committee.

SECTION IV.—CORN ALLOTMENTS.

Corn acreage allotments will be determined for all farms in the commercial corn area for 1941.

Column 19.—Enter the 1940 corn allotment, which is obtained from NCR-409, column (35).

Column 20.—Enter the allotment recommended by the community and county committees for 1941.

This entry will be the allotment in column (19) unless an adjustment has been made in the 1940 allotment for 1941. In this case, the allotment recommended on NCR-511 and NCR-409 will be entered in column (20) and the entry in column (19) will be encircled.

Column 21.—Enter the 1941 corn allotment determined by multiplying the entry in column (20) by a factor derived as follows:

Divide the county corn acreage allotment, less any reserve allotment to be held in the county, by the total of column (20) and enter the result, rounded to four decimal places, in the head of column (21).

Column 22.—This column will be used in accordance with the following:

1. If the sum of the special allotments determined for a farm exceeds the total soil-depleting allotment estab-

lished for the farm and it is determined by the county committee that the corn acreage allotment should be lowered, the revised corn allotment shall be entered in this column.

2. In certain areas having sweet corn canning factories, it may be necessary to revise the allotments on farms previously operated by canning companies and now operated by individual farmers as well as those on farms previously operated by individual farmers that are now devoted to the production of canning crops. If any adjustments are made in accordance with this paragraph, the matter first must be considered with the State committee.

Column 23.--This column is reserved for use by the State committee.

Column 24.--This column will not be used at this time.

SECTION V.--CORN YIELDS.

Column 25.--Enter the State committee approved 1940 corn yield which is obtained from NCR-409, column (41).

Column 26.--Enter the corn yield recommended for 1941. This entry shall be the yield shown in column (25) or the yield recommended by the committeemen on NCR-409, if it is different from the entry in column (25). In this case, the entry in column (25) shall be encircled.

Column 27.--Enter the result, rounded to a whole number, obtained by multiplying each entry in column (20) by the entry in column (26). Obtain township and county totals of these entries.

Column 28.--Enter the result obtained by multiplying each entry in column (26) by the township adjustment factor derived as follows:

1. (a) The county committee will examine the township corn yields used for 1940. If it is determined that the relationship used for 1940 is no longer applicable, township corn yields will be determined by using as a guide the township check yields used in previous programs, soil maps, personal knowledge, and other related information.

- (b) Multiply the township yields, after they have been approved by the State committee, by the respective township totals of column (20) and obtain the county total of such extensions.

- (c) Multiply the approved 1940 county corn check yield by the county total of column (20).

- (d) Scale the extensions obtained in step (b) so that the sum of the extensions resulting from multiplying such township corn yields by the respective township totals of column (20) is the same as the result obtained in step (c).

This adjustment of township corn yields shall be accomplished by the use of a supplemental form supplied by the State office.

2. After such adjusted township corn yields and extensions have been approved by the State committee, proceed by dividing each township adjusted extension obtained in 1(d) by the respective township total of column (27). Enter the result, rounded to four decimal places, in the head of column (28) for the respective township. If an actual farm yield is determined on the basis of reliable records, strike the entry in this column and enter the adjusted actual yield.

Column 29.--This column is reserved for use by the State committee.

SECTION VI.--SPECIAL ALLOTMENTS AND YIELDS.

Columns 30 to 35, inclusive.--Enter the approved special allotments and yields determined on the special listing sheets. It should be noted that wheat allotments determined on FCI-103W or NCR-509W which were less than 3 acres will be entered in this column only if the small allotment was requested for a farm. If the small allotment was not requested, no wheat allotment entry will be made for the farm.

Column 36.--Enter the total of the special allotments determined for each farm.

If the total of the special allotments determined for a farm exceeds the total soil-depleting allotment determined for that farm, one or more of the allotments other than cotton and tobacco will be adjusted so that the sum of the special allotments does not exceed the total soil-depleting allotment. Any increase in total soil-depleting allotment made in column (11) for this reason must be provided for by the reserve allotment held for the county and must be made within the 85 percent provision described for column (11). A wheat allotment will be lowered for this purpose only when the farmer agrees to the adjustment in writing.

SECTION VII.--DETERMINATION OF CORN ALLOTMENTS AND YIELDS IN COUNTIES NOW IN THE COMMERCIAL CORN AREA FOR THE FIRST TIME.

The instructions contained in the preceding sections for the determination of corn acreage allotments and yields will be applicable

in counties that are now in the commercial corn area for the first time. However, it will be necessary to determine 1940 corn acreage allotments on the listing sheet NCR-409, in accordance with the instructions in NCR-410, prior to listing on NCR-509. The instructions for the determination of 1940 corn acreage allotments may be followed, except that acreage history data must be obtained from farm reports and other individual farm records maintained in the county office. After 1940 allotments are determined in that manner, adjustments may be made in accordance with the instructions in this procedure before the allotments are scaled for 1941.

In regard to the yield data, it will not be necessary to determine yields on the 1940 listing sheet, but they will be determined on the basis of factors described on page 8 and will be entered in column (26) of NCR-509.

SECTION VIII.--1941 RESTORATION LAND ACREAGE.

In restoration land counties of South Dakota and Nebraska, the community and county committeemen will designate, in column (37) of NCR-509, the restoration land acreages for 1941. In addition to the 1940 restoration land, the committeemen may designate additional land for 1941 if it has been cropped since January 1, 1930, and if it is determined that, because of the physical condition and texture of the soil and climatic conditions, a permanent vegetative cover should be restored on the land.

Land formerly designated as restoration land shall be returned to noncrop open pasture or range land if a permanent vegetative cover has been restored. The State committee may designate counties in which it will be necessary to inspect all restoration land tracts to determine whether a permanent cover is established.

Land improperly designated as restoration land may be returned to cropland status if the acreage is offset by an equal acreage of new restoration land in the county or such other areas as are approved by the State committee and the State committee approves the change in designation.

In revising the designation of restoration land, the committeemen will work with the data shown on NCR-409. Any changes that are made will be recorded by striking through the 1940 restoration land acreage shown in column (50) of NCR-409 and entering the revised acreage immediately above it. Corrections will be made in the respective crop-land or pasture acreages.

After all changes and corrections have been made on NCR-409 and approved by a representative of the State committee, the 1941 restoration land acreages will be listed in column (37) of NCR-509.

SECTION IX.--LISTING SHEET SUMMARIES.

After the listing sheet determinations are completed in the county office for total soil-depleting allotments and special allotments applicable to the county, summaries of each set of listing sheets will be prepared.

Enter on each summary, the number of farms, the names of the townships, the totals for all columns in which acreage or allotment data are entered, and the township and county factors in the respective columns.

SECTION X.--PROCEDURE FOR THE CONSIDERATION OF 1941 APPEALS.

A. Eligibility to Appeal.--Any person who has an interest in the 1941 crops grown on a farm as owner, operator, tenant, or sharecropper may appeal from any recommendation or determination of the county committee affecting the right to, or the amount of, his payment with respect to such farm. If an appellant is dissatisfied with the decision of the county committee, he may appeal to the State committee. If he is dissatisfied with the decision of the State committee, he may appeal to the Director of the North Central Division for a review of his case.

To be eligible for consideration, an appeal must be filed within 15 days after notice of the applicable recommendation or determination is forwarded to or made available to the appellant by the county committee. To be eligible for consideration, any appeal from the decision of the county committee must be made to the State committee within 15 days after notice of the decision of the county committee is issued. Any request for a review of the decision of the State committee must be made to the North Central Division within 15 days after the notice of the decision of the State committee has been issued to the appellant.

Each person who has filed an appeal with the county committee shall be notified in writing of the time, date, and place for consideration of his appeal in order that he may be present and may be heard, if he so desires. All appeals shall be considered by the county committee in the county office or at some other appropriate place in the county designated by the county committee.

B. Consideration of Appeals by the County Committee. After the notification forms are released and especially during the appeal period, county and community committeemen should make every effort to inform farmers of the procedure followed in determining allotments, yields, productivity indexes, and restoration land in order that they may have a better understanding of the farm program. A satisfactory explanation of these determinations on the part of the committee will often convince farmers that their farms have received fair consideration. However, no farmer should be denied an opportunity to file a written appeal.

Determination shall be made with respect to each appeal on the basis of individual merit. In each case the committeemen will review the

procedure followed in making the determination to which the appeal relates. The county committee will grant appeals and approve changes only in those cases in which consideration of the appeal shows an error in data, mechanical computations, or committee determinations provided for in the listing procedure and related instructions.

If Form NCR-511 was prepared when the original determination was made, such form shall be reviewed and revised if necessary. If no such form was prepared and the determination affected by the appeal relates to a corn or total soil-depleting allotment or other determination to which Form NCR-511 is applicable, such form shall be prepared. For each appeal considered by the county committee, whether granted or not, a copy of the letter from the appellant and a copy of the county committee's reply shall be filed in the county office. Form NCR-511 shall be filed for each case to which it is applicable. In line "f" the reasons for granting the appeal shall be entered for appeals granted and the reasons for refusing the appeal shall be entered for appeals refused.

No appeals will be considered on wheat allotments and wheat yields for which notices have been sent to farmers, except appeals for downward adjustment of wheat allotments. If a farmer appeals on a corn allotment which was reduced so that the sum of the special allotments determined would be within the total allotment, he may appeal for a lower 1941 wheat allotment. This provision is applicable only (1) if the farmer had not yet planted wheat or had planted substantially less than his wheat allotment and (2) if the farmer agrees in writing that the change in wheat allotment shall be applicable for all purposes of the 1941 program.

When the investigation of an appeal includes a visit to the farm, the person representing the county committee should make a reasonable effort to interview the appellant.

The county committee will notify each appellant of its decision by individual letter within 15 days after receipt of the written appeal. However, before the appellant is notified of the decision reached by the county committee, a representative of the State committee will review the appeal with the county committee to determine whether the recommendations of such committee were made in accordance with the applicable procedure.

In each case in which a change is made in any allotment, yield, productivity index, or restoration land, the county committee shall include with such letter a new notification form plainly marked "Revised." This letter shall set forth a brief description of the procedure used in making the determination, the reasons for approval or disapproval of the appeal, and shall state that if the appellant is dissatisfied with the decision of the county committee, he may appeal to the State committee within 15 days. (NOTE: A form letter shall not be used for notifying appellants of the action taken by the county committee on appeals.)

C. Correction of Errors.--If a farmer raises a question concerning any recommendation or determination made for his farm and if upon

review an error (other than in committee judgment) is discovered, such a case may be handled as a correction.

D. Listing Appeals and Corrections.--Original data for all farms for which an appeal is granted or a correction is made will be listed on the 1941 listing sheet and will be designated "Appeals and Corrections." The revision of any determination will be shown by striking through the affected entry and entering the corrected entry in the line above. In a convenient column, the applicable word "appeal" or "correction" will be entered for each farm. For each correction or appeal for which NCR-511 was not prepared, a concise statement of the reasons for making the change shall be written immediately below the line on which the data are listed on the appeals and corrections sheet.

The appeals and corrections sheet shall be transmitted to the State office immediately after the 15-day appeal period and a representative of the State committee has approved the determinations made by the county committee. All appeals or corrections received and approved after that time will be transmitted to the State office as of the closing date for completion of farm plans.

After the State committee has approved the appeals and corrections sheet, revised figures shall be entered on the 1941 listing sheet. Each such change shall be clearly marked to indicate that it was made as a result of a 1941 appeal or correction.

SECTION XI.--PROCEDURE FOR SPLITTING FARMS AFTER THE 1941 ALLOTMENTS AND YIELDS ARE DETERMINED.

After the total soil-depleting and special allotments are determined and approved by the State committee, it may be necessary to split the allotments and restoration land acreage for a farm if a part of that farm changes identity and the facts are made known to the county committee before May 1, 1941, or June 1, 1941, in the range combination area. These split farms will be listed on supplemental listing sheets and will be designated "1941 Split Farms."

The original listing of each split farm will be deleted from the regular listing sheet and each of the special listing sheets that are applicable.

Combinations will be made on Form ACP-95 and RF-16, in accordance with the instructions in NCR-540. No combinations will be made on the listing sheets after allotments have been determined.

Listing of Split Farms

The listing of the parent farm will be done in red. The parts will be listed immediately below in black. The new farm numbers will be those next available in the township. All of the data shown on the 1941 listing sheet for the parent farm will be listed on the split farm list-

ing sheet. For each of the parts the proper farm land acreage, cropland acreage, noncrop open pasture acreage, and restoration land acreage will be determined on the basis of maps of the farm and will be entered in the appropriate columns. The 1940 and 1941 allotments first will be divided among the parts on the basis of the ratio of cropland on each of the parts to the cropland in the parent farm. The history acreage in the case of those special crops for which history is shown on the 1941 listing sheet will also be split by the cropland ratio method.

If after the farm is split by the ratio method, it is determined by the committee that an allotment is not representative of a part of the farm, that part shall be considered as a separate farm and an allotment shall be appraised on the basis of those set for similar farms in the community. In the case of a change in corn or total soil-depleting allotment, similar farms shall be selected and form NCR-511 shall be completed. In the case of wheat, potatoes, commercial vegetables, and tobacco, similar farms need not be selected but a detailed explanation shall be made in item (f) of NCR-511 in each case. When an allotment is changed by appraisal, the ratio entry will be striken through and the appraised entry will be made immediately above.

Except for wheat, the allotments thus determined for the individual parts of a farm need not be within the original allotment established for the parent farm, but any increase in allotment granted in this manner must be provided for by the reserve acreage allotment held in the county for correction of errors and appeals.

The productivity index and yields determined for the original farm will be applicable to each of the component parts for 1941 unless the committeemen determine that such index or yield does not properly represent the productivity of each of the component parts. In this instance, the committee may determine a different productivity index or yield for each tract, provided that the weighted productivity index or yields for the component parts do not exceed those established for the original farm.

Farm allotments will not be split after May 1, 1941 (or June 1, 1941, in the range combination area), except by prior approval of the State committee; and all regular split farm listing sheets will be transmitted to the State office within fifteen days after the closing date.

Records of Reconstituted Farms for 1942

A record shall be kept on a copy of the listing sheet of the farms that are to split or combined for purposes of listing in 1942. These changes will be applicable only to 1942. All of the data shown on the 1941 listing sheets for these farms will be listed but no computations relative to splitting or combining the farms will be made until instructions are issued for 1942. The listing shall serve only as a record and shall be kept up to date during the 1941 program year.

NCR-511 (Sample)

ADJUSTMENT DATA SHEET FOR CHANGE IN ALLOTMENT

Owner _____

Twp. and Farm Nos. _____

Operator _____

Date _____

Farm No.	Owner	Farm Land	Cropland	Corn	1940 Allotment T.S.D.
(1)	(2)	(3)	(4)	(5)	(6)
:	:	:	:	:	:
(a) :	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
(b) :	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:	:	:	:	:	:
:TOTAL :	XXX	XXX			

- (c) Ratio of allotment to cropland for similar farms.....: _____
- (d) Indicated allotment determined by ratio.....: _____
- (e) Recommended 1941 allotment.....: _____
- (f) Reasons for changing 1940 allotment for 1941: _____

(Signature for Community Comm.) (Signature for County Comm.) (Initials of State Comm. Representative)

Instructions for Completion of Form:

- (a) List farm for which allotment is to be adjusted.
- (b) List 4 similar farms and obtain totals of columns (4), (5), and (6) for these farms.
- (c) Enter results of dividing respective totals of columns (5) and (6) by total of column (4).
- (d) Enter allotments obtained by multiplying cropland in (a-4) by ratios determined in (c).
- (e) Enter allotments recommended for 1941. If a change is recommended, the new allotment must be between the old allotment and the one determined in (d).
- (f) Write brief but complete reasons for any change.

Issued January 2, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.RECEIVED
★ FEB 3 1941 ★

1941 Agricultural Conservation Program

North Central Region

U.S. Department of Agriculture

WHEAT ALLOTMENT PROVISIONS

The instructions for columns (30) to (35), inclusive, in Section VI of NCR-510, are amended by deleting all but the first sentence.

This change with respect to wheat was made in order to allow those producers for whom allotments of less than three acres were determined, the same consideration under the automatic non-wheat-allotment provisions as other producers with small wheat allotments. This will mean that (1) wheat allotments of less than three acres will be transferred from NCR-509W to NCR-509, (2) wheat parity and conservation payments will be computed on these small allotments on NCR-525, (3) the small wheat allotments will be entered on NCR-503, and (4) if the allotments are not exceeded and other program provisions are met, wheat parity and conservation payments will be made on the small allotments.

These provisions will apply even though the producers did not request the allotments in accordance with the provisions of the letters mailed to such producers in lieu of the NCR-503W.

* * * *

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

LITERACY
FEB 3 1941
U.S. Department of Agriculture

1941 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING 1941 COTTON
ACREAGE ALLOTMENTS AND NORMAL YIELDS

General Instructions

The general instructions issued in NCR-510 are applicable to the listing of cotton data.

In those counties which are divided into administrative areas for the purpose of determining farm cotton acreage allotments and normal yields, substitute the words "administrative area" for the word "county" each time it appears in Sections I, II, and III.

Instructions contained in Section III are applicable only to farms which will produce cotton in 1941 but which did not produce cotton in any of the years 1938, 1939, and 1940.

The county committee shall give public notice not later than January 1, 1941, that new farm permitted acreages will be determined for the 1941 cotton crop and that any person receiving a permitted acreage for a farm on which there was no cotton planted in 1938, 1939, or 1940, shall have submitted a written request to the county committee not later than March 1, 1941.

SECTION I.--INSTRUCTIONS FOR DETERMINING COTTON ACREAGE ALLOTMENTS,
COLUMNS (1) TO (33), INCLUSIVE.

Column 1.--Enter the 1941 farm number, which is obtained from NCR-509, column (1).

Column 2.--Enter the RF-16 number, which is obtained from NCR-509, column (2).

Column 3.--Enter the name of the title owner, which is obtained from NCR-509, column (3).

Column 4.--This column is for the convenience of the county committee and may be used when the name of the operator is available.

Column 5.--Enter the 1937 adjusted cotton acreage, which is obtained from NCR-409C, column (5). Obtain the county total of column (5).

Column 6.--Enter the 1938 adjusted acreage, which is obtained from NCR-409C, column (8).

Column 7.--Enter the 1939 adjusted acreage, which is obtained from NCR-409C, column (10).

Column 8.--Enter the 1940 planted cotton acreage, which is obtained from NCR-417, Section IV, Item 4, column (h). If no cotton was planted in 1940, enter a zero.

Column 9.--Enter the 1940 adjusted acreage, which shall not be in excess of an amount determined as follows:

1. Subtract from the highest of the entries in columns (5), (6), and (7), the respective entry in column (8).
2. Multiply the highest of the entries in columns (5), (6), and (7) by 0.50.
3. Obtain the sum of the entry in column (8) and the smaller of the results obtained in (1) or (2) above.

Column 10.--Enter the highest of the respective entries in columns (6), (7), and (9).

Obtain the county total of column (10).

Column 11.--If the entry in column (10) is less than five acres, transfer such entry to column (11). Enter a dash for all other farms. Obtain the county total of column (11).

Column 12.--Enter five acres for each farm for which a dash was entered in column (11). Enter a dash for all other farms. Obtain the county total of column (12).

Column 13.--Enter the cropland acreage, which is obtained from NCR-509, column (6).

Column 14.--Enter the adjusted cropland. This entry will be determined by subtracting from the entry in column (13) the acreage not tilled annually or in regular rotation. Land not planted prior to 1940 must have been planted to a crop for harvest in 1940 to be considered cropland.

Obtain the county total of column (14).

Column 15.--Enter the acreage of cropland normally devoted to the production of wheat, tobacco, and rice. Such entry shall be the sum of (1) the 1941 wheat acreage allotment multiplied by 1.22, (2) the 1940 tobacco acreage allotment multiplied by 1.50, and (3) the rice acreage allotment. Obtain the county total of column (15).

Column 16.--Enter in this column the acreage derived by subtracting the entry in column (15) from the respective entry in column (14). Encircle the entry in column (16) for each farm for which the respective entry in column (12) is a dash. Obtain the county totals of the encircled, the unencircled, and of all entries in column (16). The county total of all entries in column (16) should equal the difference between the county totals of columns (14) and (15).

Column 17.--Enter the result obtained by multiplying each unencircled entry in column (16) by a first adjustment factor, which is derived as follows:

1. Obtain the sum of the county totals of columns (11) and (12).
2. Subtract the result obtained under (1) from the basic county cotton acreage allotment.
3. Multiply the result obtained in (2) by 0.03. This result is the maximum acreage which may be used in adjusting allotments of less than 15 acres. Enter the result in the head of column (23).
4. Obtain the sum of the reserve acreage furnished by the State committee and the basic county allotment.
5. Subtract the county total of column (11) from the result obtained under (4). Enter the remainder in the last total line of column (17) on the last sheet for the county. This remainder is the acreage to be apportioned in column (17).
6. Divide the acreage obtained under (4) by the county total of the unencircled entries in column (16). The result of this division (rounded to four decimal places) is the factor to be used in deriving the entries for column (17) and shall be entered in the head of such column.

Obtain the county total of column (17). This total should equal the acreage entered in the last total line of column (17), except for any slight difference which may result from the rounding of fractions.

Column 18.--Enter a preliminary adjusted acreage allotment determined as follows:

1. If the entry in column (17) is less than 5.0, enter 5.0 in column (18).
2. For all other farms for which there is an entry in column (17), enter the smaller of the respective entries in columns (10) and (17).

Obtain the county total of column (18).

Column 19.--This column will be used in accordance with the following instructions. No entry will be made at this time if the county total of column (18) is neither (1) less than the entry on the last total line of column (17) on the last sheet for the county by not more than the entry in the heading of column (23), nor (2) greater than the entry on the last total line of column (17) on the last sheet for the county.

1. If the county total of column (18) is less than the entry on the last total line of column (17) on the last sheet for the county by an amount greater than the entry in the head of column (23), enter the result obtained by multiplying the respective unencircled entries in column (16) by a second adjustment factor derived as follows:
 - a. Subtract the county total of column (18) from the entry on the last total line of column (17) on the last sheet for the county.
 - b. Encircle the entries in column (17) which equal or exceed the respective entries in column (10). Obtain the total of such encircled entries. Enter such total below the total of column (17) and encircle it.
 - c. Subtract the total of the encircled entries from the total of all entries in column (17).
 - d. Obtain the sum of (a) and (c).
 - e. Divide the amount obtained under (d) by the amount obtained under (c).
 - f. Multiply the factor obtained under (e) by the factor in the head of column (17). Enter this result, rounded to four decimal places, in the head of column (19).
2. If the county total of column (18) is greater than the entry on the last total line of column (17) on the last sheet for the county, enter the result obtained by multiplying the unencircled entries in column (16) by a factor derived as follows:
 - a. Subtract the entry on the last total line of column (17) on the last sheet for the county from the county total of column (18).

- b. Add to the amount obtained under (a) an amount equal to 50 percent of the acreage entry in the head of column (23).
- c. Encircle the entries in column (17) which are less than 5 and obtain the total of such encircled entries. Enter such total below the total of column (17) and encircle it.
- d. Subtract from the entry on the last total line of column (17) the encircled entry below the entry on the last total line of column (17) on the last sheet for the county.
- e. Subtract the amount obtained under (b) above from the amount obtained under (d).
- f. Divide the amount obtained under (e) by the amount obtained under (d) above.
- g. Multiply the factor obtained under (f) by the factor in the head of column (17). Enter this result, rounded to four decimal places, in the head of column (19).
- h. Derive a county cotton factor by dividing the sum of the basic county cotton acreage allotment and the reserve acreage furnished by the State Committee, minus an acreage held for making adjustments in column (23), by the county total of column (16). Enter such factor, rounded to four decimal places, in the head of column (21) and encircle it.

The acreage held by the county committee for adjustments in column (23) shall not be in excess of the entry in the head of column (23), and shall also be entered in the head of column (23) and encircled.

- i. If the second adjustment factor obtained under (g) is less than the county cotton factor obtained under (h), columns (19) and (20) should be left blank, and the county cotton factor should be applied in column (21) and the instructions for columns (19) and (20) disregarded.
- j. If the second adjustment factor obtained under (g) is greater than the county cotton factor obtained under (h), apply the second adjustment factor and enter the result in column (19). Obtain the county total of column (19).

Column 20.--Enter a preliminary adjustment acreage allotment determined as follows:

1. If the entry in column (19) is less than 5.0, enter 5.0 in column (20).
2. For all other farms for which there is an entry in column (19), enter the smaller of the respective entries in column (10) or (19).

Obtain the county total of column (20).

Column 21.--If the county total of column (20) is either (1) less than the entry on the last total line of column (17) on the last sheet for the county, by an amount greater than the entry in the head of column (23), or (2) greater than the entry on the last total line of column (17) on the last sheet for the county, derive a third adjustment factor by the procedure outlined for deriving the second adjustment factor. Enter such factor, rounded to four decimal places, in the head of column (21).

If the county cotton factor obtained in accordance with item (h) of the instructions for column (19) is greater than the final adjustment factor, multiply the unencircled entries in column (16) by the county cotton factor and enter the result in column (21).

If the county cotton factor is equal to or less than the third adjustment factor, multiply the unencircled entries in column (16) by the third adjustment factor, which will also be entered in the head of column (21), and enter the result in column (21).

Column 22.--Enter a preliminary adjusted acreage allotment, which is determined as follows:

1. If the entry in column (21) is less than 5.0, enter 5.0 in column (22).
2. For all other farms for which there is an entry in column (21), enter the smaller of the respective entries in columns (10) and (21).

Column 23.--Enter the county committee adjustments for farms for which allotments of less than 15 acres have been determined. The acreage which may be used in making such adjustments will be:

1. The difference between the entry on the last total line of column (17) on the last sheet for the county and the sum of the final preliminary adjusted acreage allotments in column (22), (20), or (18), as the case may be; or

2. The encircled acreage entry in the head of column (23) if the county cotton factor was used in determining entries for column (21).

The farm adjustments in column (23) shall not increase the allotment for any farm above 15 acres or the respective entry in column (10), whichever is smaller. In making such adjustments, consideration shall be given to land, labor, and equipment available for the production of cotton, crop rotation practices, and other physical facilities affecting the production of cotton.

Column 24.--Enter for all farms an acreage allotment, which is obtained as follows:

1. Enter the sum of the respective entry in column (23) and the final preliminary adjusted acreage allotment in column (22), (20), or (18), as the case may be.
2. Enter the final preliminary adjusted acreage allotment in column (22), (20), or (18), as the case may be, when no entry has been made in column (23).
3. For any farm for which a dash was entered in column (12), enter in column (24) the respective entry in column (11).

Obtain the county total of column (24). When such total is obtained, the State committee shall be advised immediately of the adjustment factors determined for columns (17), (19), and (21), the county cotton factor, and the totals of columns (10), (12), and (24). The State committee shall also be advised as to which factor was used in determining the final preliminary acreage allotments.

Column 25.--Enter in the head of this column the supplemental allotment furnished by the State committee. After completing column (28), this acreage may be apportioned to farms within the county by entering in column (25) for each farm, the acreage by which the allotment as indicated in column (24) is found to be inadequate and not representative in view of the past production on the farm.

In order to determine which allotments are inadequate, the committee should enter in an available column the ratio of the allotment to the adjusted acreage derived by dividing the entry in column (24) by the respective entry in column (10).

The additional allotment in column (25) plus the allotment in column (24) should not increase the allotment for any farm above the acreage for such farm in column (10) or column (28), whichever is smaller.

Obtain the county total of column (25).

Column 26.--For each farm for which there is an entry in column (25), enter the sum of the respective entries in columns (24) and (25).

Column 27.--Enter for all farms for which entries have been made in column (12), 50 percent of the entry in column (5).

Column 28.--Enter for all farms for which entries have been made in column (12), 40 percent of the entry in column (14).

Column 29.--Enter for each farm the smaller of the respective entries in columns (27) and (28).

Column 30.--Enter the acreage allotment released in accordance with the following procedure:

The cotton acreage allotment established for a farm under the 1941 Agricultural Conservation Program may be released in whole or in part if all producers interested in the production of cotton on the farm agree in writing to release such acreage. By so doing, the total soil-depleting allotment will automatically be increased by 3.6 acres for each ten acres of cotton acreage allotment released. However, county committees should be careful to inform producers releasing a portion or all of their cotton acreage allotments that they will not receive any price adjustment payments or agricultural conservation payments with respect to cotton which would otherwise be made to them in connection with the acreage released.

The form recommended for release of acreage in 1939 shall be used in 1941 by striking through 1939 and 1940 in each place that they appear upon the form and inserting 1941 and 1942, respectively, in lieu thereof.

Obtain the county total of column (30) and notify the State committee of the amount of such acreage released.

Column 31.--The committee shall apportion in this column the acreage recommended by the State committee for reapportionment.

Column 32.--Enter for each farm the largest of the entries in columns (24), (26), and (29). Obtain the county total of column (32).

Column 33.--This column is reserved for use by the State committee.

SECTION II.--INSTRUCTIONS FOR DETERMINING NORMAL COTTON YIELDS, COLUMNS (34) TO (46), INCLUSIVE.

Columns 34 to 38, inclusive.--If reliable records of the actual average yield per acre of lint cotton are available for any of the years 1936 to 1940, inclusive, for a farm, columns (34) to (38) will be used for recording the applicable data. For years in which actual yield data are not available, enter a dash in the appropriate columns. If the records

for the five years are available, the county committee may adjust upward the yield for any year, due to abnormal weather conditions, by a percent not in excess of the percent by which the county average yield for such year is less than the county average yield for the years 1936 to 1940, inclusive. Any entry so adjusted will be stricken through and the adjusted yield will be entered immediately above.

Records to be considered reliable must be based upon gin records or other accurate records of the amount of cotton, and the cotton acreage must be based on measurements made under the direction of the Agricultural Adjustment Administration or by a qualified private surveyor.

Column 39.--If there is an unadjusted actual yield entry in each of the columns (34) to (38), inclusive, the entry in column (39) will be the simple average of the respective entries in such columns. If there is a dash or an adjusted entry in one or more of such columns, a dash will be entered in column (39).

Column 40.--This column will not be used at this time.

Column 41.--Enter the 1940 normal cotton yield for the farm, which is obtained from NCR-409C, column (47).

Column 42.--Enter the community committee recommended normal cotton yield for farms for which the entry in column (39) is a dash. This entry should agree with the entry in column (41), except when it is determined by the community committee that the 1940 normal yield is not applicable in 1941. The community committee shall determine a normal yield for the farm on the basis of all available facts, including the yields customarily secured on the farm, weather conditions, type of soil, drainage, production practices, and general fertility of the land. Such normal yield shall be a yield which reasonably could have been expected on the farm for the years 1936 to 1940, inclusive. Enter a dash in this column if the entry in column (39) is not a dash.

Column 43.--Enter the county committee recommended normal cotton yield for the farm. If, after review of the recommendations of the community committee, the county committee determines that the entry in column (42) does not constitute an equitable yield for the farm, they shall enter their recommended yield in column (43). If a dash is entered in column (42), enter a dash.

Column 44.--Enter in pencil the result, rounded to a whole number, which is obtained by multiplying each entry in column (32) by the respective entry in column (43). If the entry in column (43) is a dash, enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (32) by the respective entry in column (39) and encircle it. Obtain the county totals of all entries and the encircled entries in column (44).

Column 45.--Enter the result obtained by multiplying each entry in column (43) by an adjustment factor, which is obtained as follows:

1. Multiply the county cotton check yield by the county total of column (32).
2. Subtract from the entry obtained under (1) the total of all encircled entries in column (44).
3. Subtract from the total of all entries in column (44) the total of the encircled entries in column (44).
4. Divide the amount obtained under (2) by the amount obtained under (3).

Enter this result, rounded to four decimal places, in the head of column (45).

If the entry in column (43) is a dash, enter in column (45) the respective entry in column (39).

(Note: In those counties which are divided into administrative areas, the adjustment factor will be obtained in accordance with supplemental instructions and forms supplied by the State committee.)

Column 46.--This column is reserved for use by the State committee.

SECTION III.--INSTRUCTIONS FOR DETERMINING PERMITTED COTTON ACREAGES AND NORMAL YIELDS FOR NEW FARMS.

For the purpose of the instructions contained herein, a new cotton farm shall be one for which a permitted cotton acreage will be established in 1941, but on which cotton was not planted in 1938, 1939, or 1940. All farms for which permitted acreages are requested should be listed and treated in accordance with the following instructions. List such farms on NCR-509C labeled "New Cotton Farms," and determine 1941 permitted acreages for this group after completing the county office procedure for regular cotton farms.

Columns 1 to 4, inclusive.--The entries for these columns will be determined in accordance with the instructions for such columns in Section I..

Columns 5 to 11, inclusive.--These columns will not be used at this time.

Column 12.--Strike the heading and enter the words, "Requested Acreage" in the head of column (12). Enter the cotton acreage requested for the farm.

Columns 13, 14, and 15.--The entries for these columns will be determined in accordance with the instructions for columns (13), (14), and (15) in Section I..

Column 16.--Enter in this column the acreage derived by subtracting the entry in column (15) from the respective entry in column (14). Obtain the county total of column (16).

Column 17.--Enter in the head of column (17) a factor obtained by multiplying the final adjustment factor, which was computed for column (21), (19), or (17), as the case may be, in accordance with the instructions in Section I, by 50 percent. Enter the result in column (17) which is obtained by multiplying each entry in column (16) by the factor in the head of column (17).

Column 18.--This column will not be used at this time.

Column 19.--Strike the heading and enter the words "County Committee Recommended Acreage." Enter the cotton acreage recommended by the county committee.

Column 20.--This column will not be used at this time.

Column 21.--Enter in the heading of column (21) the words "Preliminary Acreage" and enter in this column the smallest of the respective entries in columns (12), (17), and (19); except if (1) the entry in column (19) is 5.0 acres or less, the entry in column (21) shall be the respective entry in column (19), or (2) if the entry in column (17) is less than 5.0 acres and the entry in column (19) is more than 5.0 acres, the entry in column (21) shall be 5.0 acres.

Obtain the county total of the entries in column (21) and immediately notify the State committee of such total and the number of farms represented. The State committee will consider the data submitted and their relationship to comparable data submitted for other counties within the State and determine a total cotton permitted acreage for new cotton farms in the county.

Column 22.--Enter in the heading of column (22) the words "Permitted Cotton Acreage." If the State approved permitted acreage is equal to or more than the county total of column (21), enter in column (22) the respective entry in column (21). If the State approved permitted acreage is less than the total of column (21), enter the permitted acreage which is obtained by multiplying the respective entry in column (21) by a factor derived by dividing the State committee approved cotton acreage for new farms by the county total of all entries in column (21). Enter such factor in the head of column (22).

Obtain the county total of column (22).

Columns 23 to 41, inclusive.--These columns will not be used at this time.

Column 42.--Enter the community committee recommended normal yield for the farm. Such normal yield shall be determined on the basis of the normal yield customarily obtained on farms which are similar with respect to type of soil, drainage, production practices, and general fertility of the land. Such normal yield shall be a yield which reasonably could have been expected on the farm for the years 1936 to 1940, inclusive.

Column 43.--Enter the county committee recommended normal cotton yield for the farm. If, after review of the recommendations of the community committee, the county committee determines that the entry in column (42) does not reflect an equitable yield for the farm, they shall enter their recommended yield in column (43).

Column 44.--This column will not be used at this time.

Column 45.--Enter in the head of column (45) the factor which was applied to obtain the entries in column (45) in accordance with the instructions in Section II. Enter the result in column (45) which is obtained by multiplying each entry in column (43) by the factor in the head of column (45).

Column 46.--This column will not be used at this time.

SECTION IV.--STATE COMMITTEE APPORTIONMENT OF ACREAGE ALLOTMENT AND DETERMINATION OF CHECK YIELDS FOR ADMINISTRATIVE AREAS.

The State committee shall apportion the 1941 cotton acreage allotment among administrative areas in accordance with the following procedure. In addition, they shall review with the county committees the relationship of the check yields established for the separate administrative areas in 1940. In the exceptional cases in which the relationship used in 1940 is not applicable in 1941, the check yield for the administrative area will be determined by using as a guide the check yields determined under previous programs, the past production, soil maps, personal knowledge, and other related information. This adjustment of check yields for the administrative areas shall be accomplished by the use of a supplemental form supplied by the State committee.

1. Establishment of County Administrative Areas.--The State committee shall review the administrative areas which were established for 1940 and other areas to determine whether, because of difference in types, kinds, and productivity of the soil, or other conditions, additional administrative areas should be established in order to prevent discrimination in 1941.

The county acreage allotment shall be apportioned pro rata among such administrative areas on the basis of the acreage planted to cotton in 1937 plus the acreage diverted from cotton under the 1937 program; except, that if conditions affecting the acreage planted to cotton were not reasonably uniform throughout the county in 1937, the allotment shall

be apportioned on the basis of the cotton base acreage determined under the 1937 cotton price adjustment payment plan.

2. Apportionment of the Four Percent State Reserve.

A.--The necessary part of the one-half of the four percent State reserve remaining after subtracting the acreage used in 1940 under Sec. 344 (g) (1) and (2) of the Act, may be apportioned to those counties where the allotments for regular cotton farms have been reduced by as much as 5 percent because of new farms coming into the production of cotton. Such acreage shall be prorated between counties on the basis of the difference between (1) 95 percent of the sum of the 1941 basic county allotment and the 1938, 1939, and 1940 new grower allotments and (2) the 1941 basic county allotment; provided, that the apportionment to any county does not increase the county acreage allotment above 40 percent of the tilled acreage on all cotton farms in the county.

The county should be notified of this acreage and requested to apportion it in accordance with the instructions for column (17) of NCR-510-Cotton.

B.--One-half of the State reserve remaining after subtracting the acreage used in 1941 under Sec. 344 (g) (1) and (2) of the Act and the reserve held for appeals and correction of errors, may be apportioned to counties in the following manner:

- (1) Obtain 40 percent of the county total adjusted cropland entry in column (12).
- (2) Obtain the difference between the county cotton acreage allotment from column (24) and the smaller of the county total in column (10) and the amount obtained under item (1).
- (3) Obtain the sum of the entries computed in item (2) and scale such entries to the acreage available for apportionment.

The county should be notified of this acreage and requested to apportion it in accordance with instructions for column (25).

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1941 Agricultural Conservation Program

North Central Region

**INSTRUCTIONS FOR DETERMINING 1941 POTATO ACREAGE
ALLOTMENTS AND NORMAL YIELDS**

In commercial potato counties, potato acreage allotments will be determined for all farms on which the acreage normally planted to potatoes is three acres or more. The data for all farms for which potato acreage allotments are to be determined will be listed on NCR-509a. The name of the crop will be entered at the head of the listing sheet. The general instructions in NCR-510 are applicable to the listing of data on NCR-509a.

If it is requested in writing, an allotment for a farm on which potatoes are not normally grown will be determined on the basis of the acreage of potatoes grown by the producer in the past three years. In the case of such a farm, entries will be made in columns (6) to (8), inclusive, and column (10) that apply to the farm from which the operator moved, if the operator has moved from a regular potato producing farm and the information for such farm is available in the county office. The entries made for this purpose will be encircled and will not be included in the totals obtained for the columns.

Column 1.--Enter the 1941 farm number, which is obtained from NCR-509, column (1).

Column 2.--This column will be used only in the case of farms combined on form ACP-95 for 1941, in accordance with the instructions in NCR-540.

Column 3.--Enter the name of the owner, which is obtained from NCR-509, column (3).

Column 4.--This column is for the convenience of the county committee and may be used for the name of the operator when it is available.

Column 5.--Enter the number of acres of cropland in the farm, which is obtained from NCR-509, column (6).

Column 6.--Enter the 1938 planted potato acreage, which is obtained from NGR-409P, column (7).

Column 7.--Enter the 1939 planted potato acreage, which is obtained from NCR-409P, column (6).

Column 8.--Enter the 1940 planted potato acreage, which is obtained from NCR-417.

Column 9.--This column will not be used at this time.

Column 10.--Enter the 1940 allotment, which is obtained from NCR-409P, column (11), except that if such entry was less than 3.0 acres and 3.0 acres was entered in column (12) of NCR-409P, that entry shall be transferred to this column.

Column 11.--Enter the preliminary 1941 potato allotment recommended by the committeeemen. This entry may differ from the 1940 allotment if it is determined, on the basis of the operator's equipment, the adaptability of the soil to potato production, and the acreage of potatoes normally grown by the operator, that the 1940 allotment is not equitable for 1941. However, no entry of less than 3 acres will be made in this column.

In the case of an allotment for a farm that had no 1940 allotment, the committeeemen should consider the farm on which the operator formerly produced potatoes in addition to the above factors. If the practice of producing potatoes is to be continued on both farms, the committeeemen will determine allotments for both farms on the basis of such factors as equipment, soil adaptability, and producer experience. In this connection, due regard shall be given to the effect on other potato allotments in the county of establishing a substantial number of new farm allotments without deleting non-producing farms.

Column 12.--This column will not be used at this time.

Column 13.--Enter the 1941 potato allotment. If the total of the entries in column (11) is equal to or less than the county potato allotment, transfer the entries in column (11) to column (13). Otherwise, divide the county allotment by the total of column (11) and enter the result, rounded to four decimal places, in the head of column (13). Multiply each entry in column (11) by this factor and enter the result in column (13), except that if any entry thus determined would be less than 3.0 acres, enter 3.0 acres in column (13) instead of the lower entry.

Column 14.--This column is reserved for use by the State committee.

Column 15.--Enter the 1940 normal yield, which is obtained from NCR-409P, column (20). If the farm has changed identity or did not have an allotment in 1940, enter a dash.

Column 16.--Enter the preliminary yield recommended by the committeeemen after consideration has been given to the 1940 yield, the yields generally made on the farm, the type of soil, production practices, and the general fertility of the land.

Column 17.--Enter the result, rounded to a whole number, obtained by multiplying the entry in column (13) by the entry in column (16). Obtain township and county totals of this column.

Column 18.--Enter the result, rounded to a whole number, obtained by multiplying each entry in column (16) by a factor, derived as follows:

1. Multiply the approved county potato yield by the county total of column (13).
2. Divide the result obtained in (1) by the county total of column (17) and enter the result, rounded to four decimal places, in the head of column (18).

Columns 19 to 21, inclusive.--These columns will not be used at this time.

* * * * *

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

1941 Agricultural Conservation Program

North Central Region

**INSTRUCTIONS FOR DETERMINING 1941 TOBACCO
ACREAGE ALLOTMENTS AND YIELDS**

General Instructions

The general instructions issued in NCR-510 are applicable to the listing of tobacco data. Regular tobacco acreage allotments and normal yields will be determined for those farms upon which tobacco has been produced in one or more of the past five years. New farm allotments will be set on those farms for which applications are filed if such applications meet the requirements of eligibility set forth in Section II.

In those counties in which it is necessary to list small tracts such as town lots for purposes of marketing quotas, the 1941 allotments will be determined for that purpose in accordance with the procedure for regular farms. Since these town lots are not regarded as farms and the allotments are not used for purposes of the agricultural conservation program, they shall be listed in a separate group on the listing sheet and properly designated.

In the case of a farm on which Burley or dark tobacco was produced in 1940 without an allotment, it will be necessary to determine an allotment for 1941. This will be done in accordance with the procedure for regular farms after a 1940 allotment is determined for the farm for purposes of the 1941 program. These farms need not be listed as a separate group but the 1940 allotments determined for such farms will be encircled in column (10) and the final allotments will be taken from the reserve acreage allotment that would otherwise be used in column (12). In each of these cases, the county committee should complete form 40-Tob.-15, 1940 Application for New Farm Allotment, and appraise an allotment comparable to that which might have been established for 1940, on the basis of the producer's experience during the years 1936 to 1940, inclusive. As a guide in appraisal of a Burley allotment, it should be noted that the 1940 procedure established a new farm allotment at approximately 50 percent of the five-year average acreage of tobacco growing experience of the applicant. In the case of dark tobacco, the factors used to determine a new farm allotment in 1940 should be considered in appraising a 1940 allotment for purposes of 1941.

Form NCR-509a will be used to list the data for each of the three types of tobacco. Listing sheets will be identified by entering in the heading the name of the type of tobacco for which they are used.

SECTION I.--DETERMINATION OF ALLOTMENTS AND YIELDS FOR REGULAR FARMS.

Column 1.--Enter the ACP farm number, which is obtained from NCR-409T, column (1).

Column 2.--This column will be used only to record the RF-16 number for farms combined on Form ACP-95 for 1941, in accordance with the instructions in NCR-540.

Column 3.--Enter the name of the title owner, which is obtained from NCR-409T, column (3).

(Note: Columns 1 and 3 should be cross-checked with the same columns on NCR-509 after all farms are listed.)

Column 4.--Enter the name of the 1941 operator when it is available.

Column 5.--Enter the cropland acreage, which is obtained from NCR-509, column (6).

Column 6.--This column will not be used at this time.

Column 7.--Enter the 1939 harvested acreage, which is obtained from NCR-409T, column (7). If this entry was adjusted in accordance with instructions in NCR-410T, the revised entry will be entered in this column.

Column 8.--Enter the 1940 harvested acreage, which is obtained from NCR-417.

If the community and county committees determine that the 1940 harvested acreage is less because of flood, drought, hail, bluemold, or other tobacco plant disease than that which would have been produced, the harvested acreage may be stricken and adjusted upward to the 1940 tobacco acreage allotment. In this case, the corrected entry will be entered immediately above the stricken entry.

Column 9.--Enter the 1939 allotment, which is obtained from NCR-409T, column (6).

Column 10.--Enter the final 1940 acreage allotment, which is obtained from NCR-409T, column (14).

Column 11.--Enter the preliminary 1941 farm allotment.

1. A preliminary allotment will be determined for Burley tobacco as follows:

- (a) If the 1939 allotment was .5 acre or less and the allotment was reduced in 1940, enter the 1939 allotment.
 - (b) If the 1939 allotment was in excess of .5 acre and the allotment was reduced in 1940 to less than .5 acre, enter .5 in this column.
 - (c) If the 1940 allotment was 1 acre or less and the provisions of items (a) and (b) are not applicable, enter the 1940 allotment.
 - (d) For those farms for which entries are not made in accordance with the above items, enter in this column the result obtained by applying the factor furnished by the State committee to the 1940 allotment in column (10). Such factor will be the same for all Burley farms in the country.
2. A preliminary allotment for dark tobacco will be determined as follows:
- (a) If the 1940 allotment was 0.5 acre or less, enter the 1940 allotment.
 - (b) If the 1940 allotment was more than 0.5 acre but not more than 1 acre, subtract 0.1 acre from the 1940 allotment and enter the remainder in this column.
 - (c) If the 1940 allotment was over 1 acre, enter the result obtained by multiplying the 1940 allotment by a factor supplied by the State committee; provided, if an entry thus determined is less than 1 acre, enter 1 acre in this column.

In connection with this dark tobacco procedure, provision will be made for specific calculations required to comply with small farm provisions of the Act and some adjustments by committeemen may be required. Specific instructions relating to these calculations and adjustments will be issued later.

3. A preliminary allotment for cigar-leaf tobacco will be determined by applying a factor to the entry in column (10). This factor will be the result obtained by dividing the county allotment for regular farms by the total of column (10) and rounding the result to four decimal places.

Column 12.--If the county and community committeemen determine that an allotment entered in column (11) is not comparable to those established for other farms which are similar with respect to the past acreage for tobacco; land, labor, and equipment available for the production

of tobacco; crop rotation practices, the soil, and other physical factors affecting the production of tobacco, an increased allotment may be recommended in this column.

In the case of Burley or dark tobacco, the increase of allotments in the county on the basis of the above described factors is limited to the reserve allotment established for this purpose.

In the case of cigar-leaf tobacco, this increase in allotments may be offset by compensating decrease in other cigar-leaf allotments or by a reserve allotment established for this purpose.

Any producer's 1941 Burley allotment may, in the case of violation of the marketing quota regulations for the 1940-41 marketing year, be decreased by that percentage which the amount of tobacco marketed in violation of such regulations is of the farm marketing quota.

Entries will be made in this column only for those farms for which the allotments entered in column (11) are adjusted.

Column 13.--If an entry has been made in column (12) and approved by a representative of the State Committee, that entry will be transferred to this column. For all other farms the entry in column (11) will be transferred to this column.

Obtain township and county totals of this column.

Column 14.--This column will not be used at this time.

Column 15.--Enter the 1940 yield which is obtained from NCR-409T, column (19).

Column 16.--The committeemen shall enter a recommended normal yield for the farm after taking into consideration the entry in column (15), the soil and other physical factors affecting the production of tobacco on the farm, and the yield obtained on other farms in the locality, which are similar with respect to such factors. Obtain the county total of column (16).

Column 17.--Enter the result, rounded to a whole number obtained by multiplying the entry in column (13) by the corresponding entry in column (16). Obtain the county total of column (17).

Column 18.--Enter the result obtained by multiplying the entry in column (16) by an adjustment factor, which is derived as follows:

1. Multiply the county check yield by the county total of column (13).
2. Divide the amount obtained under step (1) by the county total of column (17).

Enter this factor, rounded to four decimal places in the head of column (18). Obtain the county total of column (18).

Columns 19 and 20.--These columns will not be used at this time.

**SECTION II.--PREPARATION OF FARM DATA RECORDS AND DETERMINATION OF
1941 ALLOTMENTS AND YIELDS FOR NEW BURLEY AND DARK
TOBACCO FARMS**

The county committee shall give public notice not later than January 1, 1941, that allotments are being determined for the 1941 tobacco crop and that any person desiring an allotment for a farm on which there was no tobacco harvested in 1936 to 1940, inclusive, shall prepare a Form 41-Tob-37 not later than February 1, 1941. In making this announcement, the county committee shall also point out that a producer will be eligible for an allotment if the conditions set forth on pages five and six are met.

For the purpose of the instructions contained herein, a new tobacco farm shall be one for which a tobacco acreage allotment will be established in 1941 but on which tobacco was not harvested in 1936 to 1940, inclusive.

All farms for which allotments are requested by preparation of Form 41-Tob-37 should be listed and treated in accordance with the following instructions.

Note: List such farms on NCR-509a labeled "New Farms," and determine the 1941 allotments for this group after completing the county office procedure for regular tobacco farms.

A.--Preparation of Farm Data Records.--Any producer requesting an allotment for a new tobacco farm shall prepare a Form 41-Tob-37 with the assistance of the county committee.

After entering all of the indicated information, the applicant shall date and sign the application in the spaces provided therefor.

The county and community committees shall review the data on Forms 41-Tob-37 and determine whether each application meets the following requirements:

- (a) The farm operator shall have had two years or more experience in growing tobacco as a sharecropper, tenant, or farm operator during the past five years;
- (b) The farm operator shall be living on the farm and largely dependent on this farm for his livelihood;

- (c) The farm covered by the application shall be the only farm owned or operated by the farm operator on which any tobacco is produced; and
- (d) No other kind of tobacco will be grown on the farm in 1941.

When it is determined that a farm is eligible for a new farm allotment, enter in ink in Section 6 of the form, the allotment recommended on the basis of the past tobacco experience of the farm operator, the acreage of cropland suitable for tobacco production, the number of families on the farm available for tobacco production, the acreage capacity of the barns which are in usable condition and available for the curing of tobacco, the customary crop rotation practices, and the adaptability of the soil to the growing of tobacco. This entry shall not exceed the smaller of (1) the five-year average acreage of the operator's experience and (2) one acre.

The community and county committees shall also recommend a normal yield for each eligible farm, which shall be that yield per acre which the committees determine is reasonable for the farm as compared with yields for other farms in the locality on which the soil and other physical factors affecting the production of tobacco are similar.

A member of the community committee and a member of the county committee shall sign the appropriate spaces of Form 41-Tob-37 indicating that the data have been reviewed and that the recommendations are in accordance with the determination of each committee. A copy of each Form 41-Tob-37 upon which an allotment is recommended, will be forwarded to the State committee by February 15, 1941.

B.--Preparation of Listing Sheets.

Columns 1 to 5, inclusive.--The entries for these columns will be determined in accordance with instructions for such columns in Section 1.

Columns 6 to 10, inclusive.--These columns will not be used at this time.

Column 11.--Enter the preliminary 1941 allotment recommended by the committeemen, which is obtained from Form 41-Tob-37, Section 6.

Obtain the county total of all entries in column (11) and submit the new farm listing sheets with the copies of Form 41-Tob-37 to the State committee. The State committee will consider the data submitted and their relationship to comparable data submitted from other counties within the State. Any preliminary allotments that are found to be inequitable will be reconsidered by a member of the State committee and the county committee.

Column 12.--Enter the adjusted 1941 allotment which will be obtained by multiplying the respective entry in column (11) by a factor furnished by the State committee.

Columns 13 to 15, inclusive.--These columns will not be used at this time.

Column 16.--Enter the preliminary yield which is obtained from Form 41-Tob-37, Section 6. Obtain the county total of column (16).

Column 17.--This column will not be used at this time.

Column 18.--Enter in the head of column (18) the factor which was applied to obtain the entries in column (18) for regular tobacco farms. Enter in this column the result obtained by multiplying the respective entry in column (16) by the factor in the head of column (18).

Columns 19 to 21, inclusive.--These columns will not be used at this time.

The final tobacco farm acreage allotment for a new farm will be the smaller of:

1. The preliminary allotment determined for the farm at this time, and
2. The acreage determined to have been planted to tobacco on the farm in 1941.

After a check for performance has been completed on new tobacco farms, columns (13) and (14) of the new tobacco farms listing sheet will be used in accordance with the following:

1. Strike the heading and enter the words "1941 Planted Acreage" in the head of column (14) and enter in such column the acreage planted to tobacco on each new farm.
2. Enter in column (13) the smaller of the entries in columns (12) and (14).

#

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1941 Agricultural Conservation Program

North Central Region.

INSTRUCTIONS FOR DETERMINING 1941 VEGETABLE ACREAGE
ALLOTMENTS

In-commercial vegetable counties, commercial vegetable acreage allotments will be determined for all farms on which the acreage normally devoted to commercial vegetables is 3 acres or more. Commercial vegetable allotments will also be determined for farms on which 3 acres of vegetables are not ordinarily grown if operated by persons in 1941 who normally produce 3 acres or more of vegetables.

The data for all farms on which vegetable allotments are to be determined will be listed on NCR-509a and the name of the crop will be entered in the heading of the listing sheet. The general instructions in NCR-510 will be applicable.

For 1941, commercial vegetables means the planted acreage of annual vegetables or truck crops (excluding potatoes in commercial potato counties) and the harvested acreage of perennial vegetables, of which any portion of the production is sold to persons not living on the farm: except (1) such crops grown in home gardens for use on the farm; (2) the acreage contracted for seed or harvested for seed; (3) lima beans grown as a field crop for harvest as dry beans; (4) cabbage, tomatoes, peas, lima beans, squash, cucumbers, string beans, and sweet corn, grown for canning; and (5) dried beans, cowpeas, black-eyed peas, bulbs and flowers, pumpkins, artichokes, cantaloupes, watermelons, sweet potatoes, and strawberries.

Column 1.--Enter the 1941 farm number, which is obtained from NCR-509, column (1).

Column 2.--This column will be used only in case of farms combined on form ACP-95 for 1941, in accordance with instructions in NCR-540.

Column 3.--Enter the name of the owner, which is obtained from NCR-509, column (3).

Column 4.--This column is for the convenience of the county committee and may be used when the name of the operator is available.

Column 5.--Enter the number of acres of cropland in the farm, which is obtained from NCR-509, column (6).

Column 6.--Enter the 1938 acreage of commercial vegetables for the farm. This acreage must conform with the definition described above and may be obtained from the special vegetable listing sheet prepared in the summer of 1940.

Column 7.--Enter the 1939 acreage of commercial vegetables for the farm. This acreage must conform with the definition described above and may be obtained from the special vegetable listing sheet prepared in the summer of 1940.

Column 8.--This column will be used only in the exceptional cases in which the committeemen are unable to determine an acreage allotment on the basis of the 1938 and 1939 acreages. In such a case, the 1940 acreage of the commercial vegetables defined above will be obtained from NCR-417 or other available sources. No other entries will be made in this column.

Column 9.--This column will not be used at this time.

Column 10.--This column will not be used at this time.

Column 11.--Enter the preliminary 1941 allotment recommended by the committeemen. This allotment will be determined on the basis of the acreage of vegetables grown on the farm in 1938 and 1939, the tillable acreage on the farm, type of soil, production facilities, and crop rotation practices. However, no entry of less than 3 acres will be made in this column.

Column 12.--This column will not be used at this time.

Column 13.--Enter the 1941 commercial vegetable allotment. If the total of the entries in column (11) is equal to, or less than, the commercial vegetable acreage allotment established for the county, transfer the entry in column (11) to column (13). Otherwise, divide the county allotment by the total of column (11) and enter the result, rounded to four decimal places, in the head of column (13). Multiply each entry in column (11) by this factor and enter the result in column (13), except that if the entry thus determined would be less than 3.0 acres, enter 3.0 acres in column (13) instead of the lower entry.

Column 14.--This column is reserved for use by the State committee.

Columns 15 to 21, inclusive.--These columns will not be used at this time

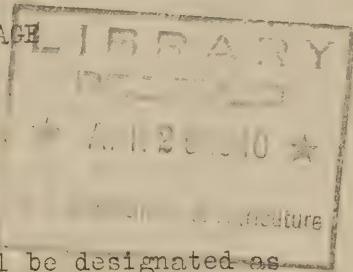
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

1941 Agricultural Conservation Program

North Central Region

INSTRUCTIONS FOR DETERMINING WHEAT ACREAGE
ALLOTMENTS FOR 1941

General Instructions



For purposes of these instructions, counties will be designated as Crop Insurance Counties and Non-Crop Insurance Counties. Crop Insurance Counties are those in which 1941 wheat allotments, yields, and premium rates will be determined for all wheat farms on forms FCI-103. Non-Crop Insurance Counties are counties in which only wheat allotments and yields will be determined for all wheat farms on forms NCR-509W. These general instructions are applicable to both crop insurance and non-crop insurance counties.

Separate wheat listing sheets designated as "Regular" and "New" wheat farm listing sheets will be prepared. Regular wheat listing sheets will be prepared for farms on which wheat was planted for harvest in any of the years 1938, 1939, or 1940. All farms on which wheat was not planted for harvest in any of the years 1938, 1939, or 1940, but for which wheat acreage allotments will be determined for 1941 shall be listed on "New" wheat farm listing sheets. The county committee shall give public notice that allotments are being determined for the 1941 wheat crop and that any person desiring an allotment for a farm on which there was no wheat planted for harvest in 1938, 1939, or 1940, should immediately submit a written request to the county committee for an allotment. The notice should point out that no requests will be considered after June 1, 1940.

It is to be understood that a new wheat farm allotment will be the smaller of (1) the allotment computed for the farm and (2) the acreage determined to have been devoted to wheat on the farm in 1941. If the acreage classified as planted to wheat at performance time is less than the allotment determined for the farm, strike through the allotment shown for the new wheat farm on the listing sheet and enter in lieu thereof the acreage classified as planted to wheat.

The 1940 farm wheat allotments should be carefully studied by the county committee to determine whether the relationship between farms in

the county is satisfactory. This analysis should reveal the kind and extent of revisions needed in the 1940 allotments before they are used in determining the 1941 allotments.

If it is determined that a 1940 wheat allotment is no longer applicable to the farm due to additional information or changes, the allotment shall be redetermined on the county office copy of NCR-409W, in accordance with the instructions in NCR-410W. For any farm upon which wheat was planted in 1940, but for which no allotment was determined in 1940, the data applicable to the farm will be listed on the 1940 new wheat farms listing sheet, and the allotment will be determined in accordance with the 1940 procedure for new wheat farms, NCR-410W. No changes will be made in the 1940 allotments for farms for which new farm wheat allotments were determined in 1940 except with the approval of the representative of the State committee for each separate case. In each instance in which a change is made in a 1940 wheat allotment, the reason for the change must be recorded, signed by a member of the community committee, initialed by a member of the county committee, and placed in the farm file. In the case of each farm for which a change is made, the same ratios and factors will be applied as those used in the determination of the 1940 wheat allotments.

All changes on NCR-409W should be made above the old entries with red ink without deleting such old entries, in order that they may be readily identified. Farms for which 1940 wheat allotments were determined but on which no wheat was planted for harvest in 1938, 1939, and 1940, will be deleted from NCR-409W.

In those instances in which farms are listed on the Reconstituted Farms listing sheets, as provided in NCR-510-Preliminary, the sources of data referred to herein shall be construed to mean the Reconstituted Farms listing sheets.

Except as otherwise specified in this procedure, the entries in all columns shall be rounded to one decimal place and all factors used will be rounded to four decimal places. In all cases involving decimals, the results of computations shall be carried to two decimal places beyond the number of decimal places required in the result and rounded back two places to the required number of decimal places. In rounding, digits of 50 or less shall be dropped and digits of 51 or more shall be counted as one and added to the figure in the next decimal place to the left.

Example:	Computed Figure	Rounded Figure
	6.340	6.3
	6.350	6.3
	6.351	6.4
	6.360	6.4

SEC. I.--LISTING SHEET PROCEDURE FOR WHEAT FARMS IN CROP INSURANCE COUNTIES.

Regular Wheat Listing Sheet Instructions

The data for listing "regular" wheat farms in crop insurance counties will be obtained from forms NCR-409W and NCR-406.

Entries on form FCI-103 for columns (27) to (37), inclusive, will be made as follows:

Column 27.--Enter the acreage of wheat planted for harvest in 1937, adjusted for participation in the 1937 Agricultural Conservation Program. This entry will be obtained from NCR-409W, column (9). If such information is not available, a dash shall be entered in this column.

Column 28.--Enter the acreage of wheat planted for harvest in 1938, adjusted for participation in the 1938 Agricultural Conservation Program. This entry will be obtained from NCR-409W, column (10). If such information is not available, a dash shall be entered in this column.

Column 29.--Enter the acreage of wheat planted for harvest on the farm in 1939, which will be obtained from NCR-409W, column (7). If such information is not available, a dash shall be entered in this column.

Column 30.--Enter the acreage of wheat planted for harvest on the farm in 1940, which will be obtained from NCR-406 or NCR-417. If such information is not available, a dash shall be entered in this column; except that in the spring wheat area, this information should be entered when it becomes available.

Column 31.--This column will not be used at this time.

Column 32.--Enter the 1940 allotment to be used in the determination of the 1941 allotment, which will be obtained from NCR-409W, column (16) or (17), as the case may be.

Column 33.--Enter the 1941 wheat allotment for the farm. This entry will be obtained by multiplying the entry in column (32) by an adjustment factor, which is derived by dividing the 1941 county wheat acreage allotment for regular farms by the county total of column (32). Enter this factor, rounded to four decimal places, in the head of column (33).

Column 34.--This column will be used for appeals.

Column 35.--This column is reserved for use by the State committee.

Columns 36 and 37.--These columns will not be used at this time.

New Wheat Farms Listing Sheet Instructions

All farms for which new wheat allotments are requested should be listed on FCI-103 labeled "New Wheat Farms" and treated in accordance with the following instructions.

Columns 27 to 29, inclusive.--These columns will not be used at this time.

Strike the headings in columns (30) and (32) and enter the following column headings:

Column 30.--Indicated Acreage.

Column 31.--Requested Allotment.

Column 32.--Recommended Allotment.

Column 30.--Enter the indicated acreage. This will be obtained by multiplying the cropland acreage in column (7) by a factor derived by dividing the township total of column (33) for regular farms by the township total of column (7) for regular farms. A county factor may be used for this column, providing prior approval is obtained from the State committee.

Column 31.--Enter the acreage of wheat allotment requested for the farm.

Column 32.--Enter the recommended allotment. The county committee working with the community committee will consider the entries in columns (30) and (31) and enter the allotment for the farm. Such entry shall not exceed the entry in column (30).

Column 33.--Enter the preliminary 1941 wheat acreage allotment for the farm. This entry will be obtained by multiplying the entry in column (32) by a factor derived by dividing the county wheat acreage allotment for "new" wheat farms by the total of column (32). In no case will there be an upward adjustment.

Column 34.--This column will be used for appeals.

Column 35.--If the entry in column (31) is less than the entry in column (33), transfer the entry in column (31) to column (35).

Columns 36 and 37.--Those columns will not be used at this time.

SEC. II.--LISTING SHEET PROCEDURE FOR WHEAT FARMS IN NON-CROP INSURANCE COUNTIES.

Regular Wheat Farms Listing Sheet Instructions

The data listed on NCR-409W will be used in establishing allotments and yields for 1941. Clerical assistants will prepare the 1941 listing sheets by striking through "409W" and entering "509W" and changing the date in the listing sheet title from "1940" to "1941."

Column 1.--Enter the 1940 ACP farm number.

Column 2.--Enter the crop insurance farm number for any farm for which a policy is requested and issued.

Column 3.--Enter the name of the 1940 title owner. It may be desirable to list the owner's name and the operator's initials in the corner of the same space.

Column 4.--Enter the total number of acres in the farm, which is obtained from NCR-409, column (5).

Column 5.--Enter the number of acres of cropland, which is obtained from NCR-409, column (6) or (7).

Strike the headings in columns (6) to (13), inclusive, and enter in lieu thereof the following:

Column 6.--1940 Revised Allotment.

Column 7.--Column (6) Scaled to County Allotment.

Column 8.--Appeals.

Column 9.--State Committee Approved Allotment.

Column 10.--1940 Approved Yield.

Column 11.--County and Community Committee Recommended Yield.

Column 12.--Extension.

Column 13.--1941 Yield.

Column 6.--Enter the 1940 revised allotment, which is obtained from NCR-409W, column (16) or (17), as the case may be.

Column 7.--Enter the 1941 wheat acreage allotment for the farm. This entry will be obtained by multiplying the entry in column (6) by an adjustment factor, which is derived by dividing the 1941 county wheat acreage allotment for regular farms by the county total of column (6). Enter this factor, rounded to four decimal places, in the head of column (7).

Column 8.--This column will be used for appeals.

Column 9.--This column is reserved for use by the State committee.

Column 10.--Enter the approved 1940 wheat yield for the farm, which is obtained from form NCR-409W.

Column 11.--Enter the county and community committee recommended 1941 wheat yield for each farm. This entry shall be that wheat yield which, in the opinion of the committees, best reflects the normal production per acre for the farm. If it is determined that the entry in column (10) does not reflect an equitable wheat yield for the farm, they shall enter in this column a recommended yield which more adequately represents the relation of this farm to others in the community which are similar with respect to topography, type of soil, and productivity. *

Column 12.--Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (7) by the respective entry in column (11).

Column 13.--Enter the 1941 yield for each farm. This will be obtained by multiplying the entry in column (11) by an adjustment factor derived as follows:

1.--Multiply the county total of column (7) by the 1941 county check yield for wheat.

2.--Divide the result obtained above by the county total of the entries in column (12) and round the result to four decimal places.

Enter this factor in the head of column (13).

Columns 14 to 22, inclusive.--These columns will not be used at this time.

*Where reliable records of the actual average yield per acre of wheat for the ten years 1929 to 1938 are presented by the farmer or are available to the committee, the normal yield for the farm will be the average of such yields adjusted for trends and abnormal weather conditions.

New Wheat Farms Listing Sheet Instructions.

All farms for which new wheat allotments are requested should be listed on NCR-409W labeled "New Wheat Farms." Clerical assistants will prepare the 1941 listing sheets by striking through "409W" and entering "509W" and changing the date in the listing sheet title from "1940" to "1941."

Column 1.--Enter the 1940 ACP farm number.

Column 2.--This column will not be used at this time.

Column 3.--Enter the name of the 1940 title owner. It may be desirable to list the owner's name and the operator's initials in the corner of this space.

Column 4.--Enter the total number of acres in the farm, which is obtained from NCR-409, column (5).

Column 5.--Enter the number of acres of cropland, which is obtained from NCR-409, column (6) or (7).

Strike the headings in columns (6) to (14), inclusive, and enter in lieu thereof the following:

Column 6.--Indicated Acreage.

Column 7.--Requested Allotment.

Column 8.--Recommended Allotment.

Column 9.--Column (8) Scaled to the County Allotment.

Column 10.--Appeals.

Column 11.--Smaller of Columns (7) and (9).

Column 12.--County and Community Committee Recommended Yield.

Column 13.--Extension.

Column 14.--Column (12) Scaled to the 1941 Yield.

Column 6.--Enter the result obtained by multiplying the cropland acreage in column (5) by a factor obtained by dividing the township total of column (7) for regular farms by the township total of column (5) for regular farms. A county factor may be used for this column, providing prior approval is obtained from the State committee.

Column 7.--Enter the acreage of wheat allotment requested for the farm.

Column 8.--Enter the recommended allotment. The county committee working with the community committee will consider the entries in columns (6) and (7) and enter the recommended allotment for the farm. Such entry must not exceed the entry in column (6).

Column 9.--Enter the preliminary 1941 wheat acreage allotment for the farm. This entry will be obtained by multiplying the entry in column (8) by a factor derived by dividing the county wheat acreage allotment for new farms by the total of column (8). In no case will there be an upward adjustment.

Column 10.--This column will be used for appeals.

Column 11.--If the entry in column (7) is less than the entry in column (9), transfer the entry in column (7) to column (11).

Column 12.--Enter the county and community committee recommended 1941 wheat yield for each farm. This entry shall be that wheat yield which, in the opinion of the committees, best reflects the normal production per acre for the farm, taking into consideration the topography, type of soil, and productivity.

Column 13.--Enter in pencil the result, rounded to a whole number, obtained by multiplying each entry in column (9) by the respective entry in column (12).

Column 14.--Enter for each farm the result obtained by multiplying the entry in column (13) by an adjustment factor derived as follows:

1.--Multiply the county total of column (9) by the 1941 county check yield for wheat.

2.--Divide the result obtained above by the county total of the entries in column (3) and round the result to four decimal places.

Enter this factor in the head of column (14).

Columns 15 to 22, inclusive.--These columns will not be used at this time.